

Policy on Privacy, Confidentiality and Retention of Personal and Usage Records

A. As per RSA 201-D:11, ALA's Library Code of Ethics, and the Library Bill of Rights, the Pillsbury Free Library Staff and Trustees shall take all reasonable measures to protect the privacy and confidentiality of Library usage records, without regard to the user's age, race, national origin, gender, sexual orientation, religion, politics, or philosophy.

CHAPTER 201-D STATEWIDE LIBRARY DEVELOPMENT SYSTEM

Section 201-D:11

201-D:11 Library User Records; Confidentiality. –

- I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.
- II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.
- III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

Source. 1989, 184:3, eff. July 21, 1989. 2009, 273:1, eff. July 29, 2009.

B. Retention of users personal and usage information

As per RSA 33-a: LXVI paper copies of user registration are kept for a limited span of time and user borrowing records are not retained.

RSA 33-a: LXVI Disposition of Municipal records

- (a) Registration cards: current year plus one year.
- (b) User records: not retained; confidential pursuant to RSA 201-D:11

Sources: NH RSA 201-D:11 Library User Records (2009), ALA's Code of Conduct (2019), the Library Bill of Rights (2019), and ALA Code of Ethics (2021)